

CITY OF SARATOGA SPRINGS
MUNICIPAL CIVIL SERVICE COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBER
Thursday, January 21, 2016

PRESENT: ELIO DELSETTE, CHAIRPERSON
ROBERT MAINS, COMMISSIONER
KIMBERLY GALVIN, COMMISSIONER

Chairpersons DelSette called the meeting to order at 9:30AM

Chairperson DelSette opened the public comment period at 9:30am.

Lauritz Rasmussen addressed the Commission regarding the Public Works Director position. Mr. Rasmussen stated that the Public Works Director position is a technical position requiring experience and education. The candidate would need technical information to understand the engineering, building, and construction duties and responsibilities performed on a daily basis by DPW personnel and under the supervision of this position. There are at least 17 direct reports which cannot be completed without first-hand knowledge of the technical functions of the Department of Public Works. The City Engineering does not supervise the Working Supervisors, Maintenance Mechanics, Laborers, Heavy Equipment Operators; these positions are supervised by the Public Works Direction.

Mr. Rasmussen strongly recommended that the Commission do the right thing and maintain the PE License requirement for the Public Works Director position.

There being no one else wishing to speak Chairperson DelSette closed the public comment period at 9:41am.

Chairperson DelSette made a motion to approve the October 23, 2015 and December 11, 2015 meeting minutes. Seconded by Commissioner Mains. Ayes all.

ACCOUNTS: Chairperson DelSette made a motion to approve the Exempt Class appointment of Maire Masterson to the position of Deputy Commissioner of Accounts. Seconded by Commissioner Mains. Ayes all.

FINANCE: Commissioner Mains made a motion to approve the Exempt Class appointment of M Lynn Bachner to the position of Deputy Commissioner of Finance. Seconded by Commissioner Galvin. Ayes all.

MAYOR: Commissioner Galvin made a motion to approve the Exempt Class appointment of Joseph Ogden to the position of Deputy Mayor. Seconded by Commissioner Mains. Ayes all.

Commissioner Galvin made a motion to approve the Exempt Class appointment of Vincent DeLeonardis to the position of City Attorney. Seconded by Commissioner Mains. Ayes all.

Commissioner Galvin made a motion to approve the Exempt Class appointment of Anthony Izzo to the position of Assistant City Attorney. Seconded by Commissioner Mains. Ayes all.

Commissioner Galvin made a motion to approve the Exempt Class appointment of Gayle LaSalle to the position of Executive Assistant to the Mayor. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to approve the Provisional appointment of Christina Carton to the position of Administrator of Parks, Open Lands and Historic Preservation effective January 11, 2016. Seconded by Commissioner Galvin. Ayes all.

PUBLIC SAFETY: Commissioner Mains made a motion to approve the Exempt Class appointment of Eileen Finneran to the position of Deputy Commissioner of Public Safety. Seconded by Commissioner Galvin. Ayes all.

PUBLIC WORKS: Commissioner Mains made a motion to approve the Exempt Class appointment of Timothy Cogan to the position of Deputy Commissioner of Public Works. Seconded by Commissioner Galvin. Ayes all.

Commissioner Mains made a motion to approve the Exempt Class appointment of Donna Buckley to the position of Executive Assistant to the Commissioner of Public Works. Seconded by Commissioner Galvin. Ayes all.

Commissioner Mains made a motion to approve the leave of absence for Janet Powers effective January 6, 2016. Seconded by Commissioner Galvin. Ayes all.

Commissioner Mains made a motion to approve the temporary appointment of Stephanie Zabala to the position of Laborer for the coverage of a leave of absence effective January 4, 2016. Seconded by Commissioner Galvin. Ayes all.

Commissioner Mains made a motion to approve the Labor Class appointment of John Palamtier to the position of Laborer effective January 19 2016. Seconded by Commissioner Galvin. Ayes all.

RECREATION: Commissioner Mains made a motion to approve the Non-Competitive appointment of Christian Aria to the position of Skate Guard effective January 3, 2016. Seconded by Commissioner Galvin. Ayes all.

SCHOOL DISTRICT: Commissioner Galvin made a motion to approve the Provisional appointment of Matthew Keen to the position of Assistant School Food Service Director effective February 29, 2016. Seconded by Commissioner Mains. Ayes all.

Commissioner Mains made a motion to confirm the following Labor Class appointments. Seconded by Commissioner Galvin. Ayes all.

		effective
Elaina Kamerling	School Monitor	01-13-16
Mary Kane	Food Service Helper	11-17-15
Michelle Myers	School Monitor	01-13-16
Mark Osborne	School Monitor	01-13-16

Commissioner Galvin made a motion to confirm the following Non-Competitive appointments. Seconded by Commissioner Mains. Ayes all.

		effective
Staci Collins	Registered Professional Nurse	01-25-16
Michael Conley	School Bus Assistant	01-07-16
Patrick Donsworth	School Bus Driver	12-14-15
Dianne Horan	Food Service Cashier	01-13-16
Tina Licata	School Bus Driver	12-14-15
Elizabeth Rose	School Bus Assistant	01-07-16
Charles Scarborough	School Bus Driver	01-06-16
Tracey Zacharias	Registered Profession Nurse	01-13-16

CIVIL SERVICE: The Commission reviewed the agreement with the City Center for the administrative of the Firefighter, and Assistant School Food Service Manager examination on March 19, 2016. The secretary was instructed to process the necessary paper work.

The Commission reviewed the request for an alternate test date for the Library Clerk examination to be administered on January 23, 2016. Commissioner Mains stated whereas they sympathize with the candidate's situation, the request does not meet our Alternate Test Date Policy. Commissioner Mains made a motion to deny the alternate test date request. Seconded by Commissioner Galvin. Ayes all.

The Commission reviewed the information submitted by the candidate regarding the possible disqualification for appointment to the position of Police Office. The Commission discussed this points of interest with the Police Chief and reviewed the written facts submitted by the candidate in opposition to the charges. Commissioner Galvin made a motion to disqualify the candidate for appointment to the position of Police Officer as requested by the Commissioner of Public Safety. Seconded by Commissioner Mains. Ayes all.

The Commission decided to hold a Public Hearing for the revision and addition of titles to the City of Saratoga Springs Municipal Civil Service Rules and Regulations at the March 2016 Civil Service Commission meeting.

After a brief discussion Chairperson DelSette made a motion to table the review/revision of the Public Works Director position until the February meeting. Seconded by Commissioner Mains. Ayes all.

Commissioner Galvin suggested that possibly the Commission could meet with Commissioner Scirocco to discuss this position and the proposed changes.

EXAMINATIONS WERE ORDER for the following class titles:

Head Custodian ordered December 28, 2015

Library Clerk ordered December 28, 2015

EXAMINATIONS WERE ANNOUNCE for the following class titles:

Assistant Building Inspector #67-201

Assistant School Food Service Manager #65-387

Firefighter #61-563

Head Custodian #71-626

Zoning & Building Technician #64-883

APPLICATIONS WERE APPROVE for the following class titles:

Civil Service Clerk #65-973 approved – 13 disapproved - 4

Head School Grounds Monitor #64-095 approved – 3 disapproved – 1

Library Clerk #10-916 approved - 30 disapproved – 5

ELIGIBLE LISTS WERE ESTABLISHED for the following class titles:

Help Desk Technician #82-015 established January 21, 2016 to January 21, 2018

Information Technology Support Technician #17-875 established January 2,1 2016 to January 21, 2017

Police Lieutenant #70-525 established January 21, 2016 to January 21, 2020

Traffic Control Maintainer #63-959 established January 21, 2016 to January 21, 2017

Water Meter Service Worker #65-979 established January 21, 2016 to January 21, 2017

Chairperson adjourned the meeting at 10:15am. Next meeting is scheduled for February 25, 2016.

Approved: February 25, 2016

Respectfully submitted by: Patsy Berrigan Secretary